



Agenda Item Form

Agenda Date: MAY 18, 2004

Districts Affected: 3
Dept. Head/Contact Information: Byron E. Johnson

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Termination</u> | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Termination of Janitorial Sevices

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Statutory or Citizen Concerns:

Departmental Concerns:

DATE: May 10, 2004

TO: Municipal Clerk

FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313

THRU: Aurora Wells
Interim Bid Clerk ext. 4038

CITY CLERK DEPARTMENT
MAY 18 2004 PM 1 32

Please place the following item on the **REGULAR** agenda for the Council Meeting of **MAY 18, 2004.**

Item should read as follows:

The Director of Purchasing Requests that Mayor and Council terminate Contract No. 2002-077 with Office Janitorial Services (Professional Janitorial Services) for convenience pursuant to Clause No. 8A of the Contract, an item titled Termination for Convenience, whereby the City reserved the right to terminate the Contract for convenience.

The vendor will be notified & a new contract will be awarded for the new building.

Department: Parks and Recreation

Contact person: Ray Heredia, Procurement Analyst at 541-4316.

AGENDA FOR: **MAY 18, 2004**

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PURCHASING DEPARTMENT

DATE: May 7, 2004
TO: CITY CLERK
FROM: Byron E. Johnson, C.P.M.
Director of Purchasing

Ray Heredia
Procurement Analyst

Please place the following item on the REGULAR COUNCIL AGENDA for the Council Meeting of Tuesday, May 18, 2004

Item should read as follows: The Director of Purchasing Requests that Mayor and Council terminate Contract No. 2002-077 with Office Janitorial Services (Professional Janitorial Services) for convenience pursuant to Clause No. 8A of the Contract, an item titled Termination for Convenience, whereby the City reserved the right to terminate the Contract for convenience.

The vendor will be notified & a new contract will be awarded for the new building.

Department: Parks and Recreation

SPECIAL INSTRUCTIONS: _____

City's Clerk Use

ITEM No. _____

RESOLUTION

WHEREAS, the City awarded Contract No. 2002-077 to Office Janitorial Services (Professional Office Service), on May 18, 2002, for Janitorial Services for Park Facilities (Multi-Purpose Center); and

WHEREAS, the City Council terminates said Contract for convenience pursuant to the provisions of the Contract; and

WHEREAS, pursuant to Section C 8A of the Contract (Cancellation for Convenience), the City is authorized to terminate the Contract for convenience; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Director of Purchasing is authorized to notify Office Janitorial Services (Professional Office Service), that the City is terminating Contract No. 2002-077 pursuant to the provisions and requirements of Section C 8A of the Contract Clauses due to convenience and that the termination shall be effective as of March 2nd 2004.

PASSED AND APPROVED this 18th day of May 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda D. Momsen
City Clerk


APPROVED AS TO FORM:

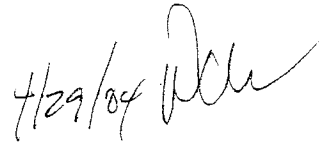
APPROVED AS TO CONTENT:

Ruth Reyes
Assistant City Attorney

Byron E. Johnson, C.P.M.
Director of Purchasing

Parks & Recreation

To: Ray Heredia, Procurement Analyst
From: Pete Dunavant 
Through: Norman Merrifield, Ed. D., Director of Parks & Recreation
Date: April 28, 2004
Re: Solicitation 2004-147 – Janitorial Services for Multipurpose Center

4/29/04 

We have reviewed the bid tabulations for this solicitation for Janitorial Services for the Multipurpose Center and recommend that the contract be awarded as follows:

Items 1 & 2– Janitorial Services – Multipurpose Center (District 3)

Award to Total Cleaning Service, El Paso, TX based upon Best Value Procurement.
This will result in an annual cost increase of \$3,210.36 from the current contract holder. This increase is due to the increased area to be cleaned because of the expansion of the center during renovation. Center staff reviewed, and concurs in this recommendation.

The current contract for janitorial services with Professional Janitorial Services dba Office Janitorial Services (Contract 2002-077), Item 8 (Multipurpose Center), must be terminated for convenience coincident with award of this bid. This contract covered the cleaning of the old facility prior to renovation and expansion.

The effective date of this new contract should be coincident with award by City Council. We anticipate that the renovated center will open June 7, 2004, however they are now renting the building and require after rental cleanings. Regular janitorial service will begin when the Center Director (Joe Castro) contacts Total Cleaning Services.

Funding for the above is provided as follows:

<u>Department ID:</u>	51010256 (Facilities Maintenance)
<u>Account No:</u>	502206 (Mntce Services - Janitorial)
<u>Funding Source:</u>	01101 (General Fund)
<u>Estimated annual expenditure:</u>	\$18,578.40
<u>District(s):</u>	3

Please contact Pete Dunavant or myself if you have questions.